

Open

Overview & Scrutiny Committee

Agenda

6pm
Thursday, 11 April 2024
Council Chamber
Wyre Forest House
Finepoint Way
Kidderminster



Overview & Scrutiny Committee

Members of Committee:

Chairman: Councillor N Martin
Vice-Chairman: Councillor F M Oborski MBE

Councillor V Caulfield

Councillor N J Desmond

Councillor N Gale

Councillor D Little

Councillor C Rogers

Councillor G Connolly

Councillor H E Dyke

Councillor P Harrison

Councillor M McDonnell

Councillor D Russell

Would Members please note that, to ensure continuity in scrutiny, substitutes should only be appointed for the Scrutiny Committee in exceptional circumstances.

Information for Members of the Public:

Part I of the Agenda includes items for discussion in public. You have the right to inspect copies of Minutes and reports on this Agenda as well as the background documents used in the preparation of these reports.

Part II of the Agenda (if applicable) deals with items of "Exempt Information" for which it is anticipated that the public may be excluded from the meeting and neither reports nor background papers are open to public inspection.

Disclosure of Interests

Members and co-opted Members of the Council are reminded that, in accordance with the Council's Code of Conduct and the statutory provisions of the Localism Act, they are required to consider in ADVANCE of each meeting whether they have a disclosable pecuniary interest (DPI), an other registrable interest (ORI) or a non-registrable interest (NRI) in relation to any matter on the agenda. If advice is needed, Members should contact the Monitoring Officer or other legal officer in good time before the meeting.

If any Member or co-opted Member of the Council identifies a DPI or ORI which they have not already registered on the Council's register of interests or which requires updating, they should complete the disclosure form which can be obtained from Democratic Services at any time, copies of which will be available at the meeting for return to the Monitoring Officer.

Members and co-opted Members are required to disclose any DPis and ORIs at the meeting.

Where the matter relates to a DPI they may not participate in any discussion or vote on the matter and must not stay in the meeting unless granted a dispensation.

Where the matter relates to an ORI they may not vote on the matter unless granted an advance dispensation.

Where a Member or co-opted Member has an NRI which directly relates to their financial interest or wellbeing, or that of a relative or close associate, they must disclose the interest at the meeting, may not take part in any discussion or vote on the matter and must not stay in the meeting unless granted a dispensation.

Where a matter affects the NRI of a Member or co-opted Member, the Code of Conduct sets out the test which must be applied by the MEMBER to decide whether disclosure is required. Again please ensure you have spoken in ADVANCE to the relevant legal officer and determined whether it is appropriate to declare the NRI and leave.

Co-opted Members

Scrutiny Committees may wish to appoint Co-Opted Members to sit on their committee in order to add value to the scrutiny process. To appoint a Co-Opted Member, a Committee must first agree to appoint either a specific person or to approach a relevant organisation to request that they put forward a suitable representative (e.g. the

local Police Authority). Co-Optees are non voting by default but Committees can decide to appoint voting rights to a Co-Optee. The Co-Option of the Member will last no longer than the remainder of the municipal year.

Scrutiny Committees can at any meeting agree to terminate the Co-Option of a Co-Opted Member with immediate effect. Where an organisation is appointed to put forward a Co-Opted Member, they are able to send a substitute in exceptional circumstances, provided that they notify Democratic Services in advance. Co-Opted Members must sign up to the Members Code of Conduct before attending their first meeting, failure to sign will mean that they are unable to participate. This also applies to substitute Co-Opted Members, who will need to allow sufficient time before a meeting in order to sign the Code of Conduct.

The following will apply:

- i) The total number of voting co-opted members on any Scrutiny Committee will not exceed 25% at any one time.
- ii) The total number of voting Co-opted Members on any Review Panel will not be limited.
- iii) Those Co-opted Members with voting rights will exercise their rights in accordance with the principles of decision making set out in the constitution.

For Further information:

If you have any queries about this Agenda or require any details of background papers, further documents or information, you should contact Karen Morton, Assistant Committee Services Officer, Wyre Forest House, Finepoint Way, Kidderminster, DY11 7WF. Telephone: 01562 732763 or email committee.services@wyreforestdc.gov.uk

WEBCASTING NOTICE

This meeting is being filmed* for live or subsequent broadcast via the Council's website site (www.wyreforestdc.gov.uk).

At the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.

You should be aware that the Council is a Data Controller under the Data Protection Act 1998. The footage recorded will be available to view on the Council's website for 6 months and shall be retained in accordance with the Council's published policy.

By entering the meeting room and using the public seating area, you are consenting to be filmed and to the possible use of those images and sound recordings for webcasting and or training purposes.

If members of the public do not wish to have their image captured they should sit in the Stourport and Bewdley Room where they can still view the meeting.

If any attendee is under the age of 18 the written consent of his or her parent or guardian is required before access to the meeting room is permitted. Persons under 18 are welcome to view the meeting from the Stourport and Bewdley Room.

If you have any queries regarding this, please speak with the Council's Legal Officer at the meeting.

* Unless there are no reports in the open session.

Wyre Forest District Council

Overview & Scrutiny Committee

Thursday, 11 April 2024

Council Chamber, Wyre Forest House, Finepoint Way, Kidderminster

Part 1

Open to the press and public

Agenda item	Subject	Page Number
1.	Apologies for Absence	
2.	Appointment of Substitute Members To receive the name of any Councillor who is to act as a substitute, together with the name of the Councillor for whom he/she is acting.	
3.	Declarations of Interests by Members In accordance with the Code of Conduct, to invite Members to declare the existence and nature of any disclosable pecuniary interest (DPI), an other registrable interest (ORI) or a non-registrable interest (NRI) in relation to any matter on the agenda. Please see the Members' Code of Conduct as set out in Section 14 of the Council's Constitution for full details.	
4.	Minutes To confirm as a correct record the Minutes of the meeting held on the 7 March 2024.	6
5.	Scrutiny Proposal To consider a scrutiny proposal form submitted by Councillor H Dyke. https://www.wyreforestdc.gov.uk/your-council/councillors-committees-and-meetings/constitution/section-10-procedure-rules-for-scrutiny-committees/	10
6.	Press Involvement To consider any future items for scrutiny that might require publicity.	
7.	To consider any other business, details of which have been communicated to the Solicitor of the Council before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.	

8.	<p>Exclusion of the Press and Public</p> <p>To consider passing the following resolution:</p> <p>“That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “exempt information” as defined in paragraph 3 of Part 1 of Schedule 12A to the Act”.</p>	
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Part 2

Not open to the Press and Public

9.	<p>To consider any other business, details of which have been communicated to the Solicitor of the Council before the commencement of the meeting, which the Chairman by reason of special circumstances considers to be of so urgent a nature that it cannot wait until the next meeting.</p>	
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WYRE FOREST DISTRICT COUNCIL

OVERVIEW & SCRUTINY COMMITTEE

COUNCIL CHAMBER, WYRE FOREST HOUSE, FINEPOINT WAY, KIDDERMINSTER

THURSDAY, 7 MARCH 2024 (6PM)

Present:

Councillors: N Martin (Chairman), F M Oborski MBE (Vice-Chairman), V Caulfield, N J Desmond, H E Dyke, K Gale, N Gale, P Harrison, M McDonnell, C Rogers, D Russell and A Sutton.

Observers

Councillors: P Dyke, I Hardiman, D Morehead and D Ross.

OS.69 Apologies for Absence

Apologies for absence were received from Councillors: G Connolly and D Little.

OS.70 Appointment of Substitutes

Councillor K Gale was a substitute for Councillor G Connolly.
Councillor A Sutton was a substitute for Councillor D Little.

OS.71 Declarations of Interests by Members

No declarations of interest were made.

OS.72 Minutes

Decision: The minutes of the meeting held on 1 February 2024 be confirmed as a correct record and signed by the Chairman.

OS.73 Budget and Performance Monitoring Q3 update

The Committee considered a draft of a Cabinet Report from the Head of Resources and s151 Officer on the Council's financial and other performance at the end of Quarter 3 ending 31st December 2023. The report also presented the current projected outturn position for the 2023-24 financial year.

The Head of Resources and s151 Officer and the Head of Revenues, Benefits & Customer Services presented the report, members were given the opportunity to ask questions on the report, going through it page by page. The Head of Resources and s151 Officer, the Head of Revenues, Benefits & Customer Services and the Head of Community & Environment Services were able to provide members with verbal responses to their questions and comments.

Recommendation: The Overview and Scrutiny Committee considered the information in the report and recommend to Cabinet to NOTE:

- 1.1 The projected budget variations and comments within the report and appendices 1 to 5.**
- 1.2 The performance against measures and actions as set out in the report and appendix 6.**

Councillor D Ross left the meeting at 6.48pm

OS.74 Update to the Housing Assistance Policy

The Committee considered a draft of a Cabinet Report from the Head of Strategic Growth to update the council's Housing Assistance Policy on the use of the Better Care Fund and other resources for the provision of disabled facilities grants (DFG) and other forms of financial assistance for property repair, adaptation and improvement and amendments in response to changes in typical costs and economic circumstances of applicants.

The Principal Environmental Health Officer presented the report, the Committee fully scrutinised it and were given the opportunity to ask questions. The Head of Strategic Growth and the Principal Environmental Health Officer provided verbal responses to members' questions and comments.

Councillor L Carroll left the meeting at 7.03pm

Recommendation: The Overview and Scrutiny Committee considered the information in the report and recommend to Cabinet to DECIDE that:

- 2.1 The proposed Wyre Forest District Council Housing Assistance Policy be adopted AND**
- 2.2 The split of funding between projects be delegated to the Head of Strategic Growth, in consultation with the s151 Officer and the Cabinet Member for Housing, Health and Wellbeing.**

OS.75 Wyre Forest District Council Design, Amenity and Shopfronts Supplementary Planning Document (SPD)

The Committee considered a draft of a Cabinet Report from the Head of Strategic Growth on the Wyre Forest District Council (WFDC) Design, Amenity and Shopfronts Supplementary Planning Document (SPD), which was presented by the Planning Officer.

The Committee fully scrutinised the report and the Head of Strategic Growth was able to provide members with verbal responses to their questions and comments.

Councillor M McDonnell left the meeting at 7.07pm
Councillor L Carroll returned to the meeting at 7.08pm
Councillor M McDonnell returned to the meeting at 7.08pm

Recommendation: The Overview and Scrutiny Committee considered the information in the report and recommend to Cabinet to:

- 2.1 APPROVE the draft Design, Amenity and Shopfronts SPD AND**
- 2.2 AGREE to a 4 week consultation on the SPD to take place from the 10th April 2024 until 8th May 2024.**

OS.76 Wyre Forest District Council Housing Supplementary Planning Document

The Committee considered a draft of a Cabinet Report from the Head of Strategic Growth on the Wyre Forest District Council (WFDC) Housing Supplementary Planning Document (SPD) following the recent consultation exercise.

The Senior Planning Policy Officer presented the report, which the Committee fully scrutinised. The Senior Planning Policy Officer was able to provide members with verbal responses to their questions and comments.

Recommendation: The Overview and Scrutiny Committee considered the information in the report and recommend to Cabinet to:

- 2.1 APPROVE the final Housing SPD for adoption AND**
- 2.2 NOTE the public consultation responses detailed in the WFDC Housing SPD Consultation statement.**

OS.77 Stourport No.1 and No.2 Draft Character Appraisals and Management Recommendations

The Committee considered a draft of a Cabinet Report from the Head of Strategic Growth on draft Conservation Character Appraisals and Management Recommendations for Stourport No.1 and Stourport No.2 Conservation Areas seeking agreement that they be consulted upon.

The Principal Planning Policy Officer presented the report to members and they were given the opportunity to ask questions, to which the Principal Planning Policy Officer was able to provide verbal responses.

Recommendation: The Overview and Scrutiny Committee considered the information in the report and recommend to Cabinet to:

- 2.1 APPROVE the two draft documents AND**

2.2 AGREE to a 4-week public consultation between 10 April and 8 May 2024.

OS.78 Work Programme

The Chair noted that there were no items scheduled for the April meeting and asked members if there was anything they wished to raise. Cllr H Dyke said she had 2 scoping forms to submit and apologised that she had not done so prior to the meeting. The Chair agreed to consider the forms and will advise members about the April meeting in due course.

OS.79 Press Involvement

There were no further items for scrutiny that might require publicity

There being no further business, meeting ended at 7.28pm

**Wyre Forest District Council
Scrutiny Proposal Form**

Name of Councillor:	Helen Dyke
Subject Area to be Scrutinised:	WFDC Garden Waste Collection Service
Rationale: reason for scrutinising the subject area	This is a service that residents pay for and the very late changes in collection dates have caused much confusion. We need to explore and investigate what went wrong and implement processes to prevent this happening again.
Evidence: What evidence is there to support the rationale and the need for the scrutiny review	Confusing communications sent out by WFDC to residents and listed on WFDC web site, comments from residents on Social Media, brown bins being put out on wrong collection days and left out for longer periods of time than needed. This is a service that residents pay for so they should expect an efficient service.
Key Outcomes: What do you think the review should achieve	To establish exactly what the problem was and why this happened, to implement a process to hopefully prevent this type of thing happening again.

Please select from the list below which of the following is applicable to the subject area to be scrutinised:	Detail	Scoring
(1) Is there evidence of poor performance?	Yes. Communications sent out by WFDC by letter, email and on WFDC website	10
(2) Is there a high level of dissatisfaction with the service?	Would hope to carry out a short sharp survey to service users to ascertain level of dissatisfaction	10
(3) Has there been a budgetary overspend?	Would need to check with the depot to find this information out, could be part of the scrutiny exercise but there is obviously a cost for postage.	10
(4) Is there a high level of risk involved?	To the reputation of the council especially if it should happen again and could be detrimental to our plans for income generation if residents do not continue to take up	10



	the service.		
(5)	Is the review likely to identify better value for money for the Council?	More likely to identify a more efficient service when planning rounds and collections which could ultimately save money	10
(6)	Does the service provide substantial benefits for all or a significant proportion of residents in the District?	Yes, to around 9,000 users of the service.	8
(7)	Is there strong evidence linking the topic to the Corporate Plan and the Councils Key Aims and Priorities?	Yes, to improve recycling rates and an efficient service encourages more take up of the service with income generation in mind for the council.	8
(8)	Is there public interest in this e.g. press coverage?	On Social Media	6
(9)	Officer led review planned.	Will need to interview those officers responsible for organising the service to ascertain what went wrong but would expect member involvement too.	4
(10)	New Legislation/good practice anticipated within the next year.	n/a	-4
(11)	Topic has been reviewed in the last 3 years and there are likely to be no significant changes	No	-2
		TOTAL:	
(Score of over 40 points meets criteria to set up a Scrutiny Review Panel)			

